



Job Description Form

Project Manager

Position Details

Position Number: 021181
Classification: Level 8
Award/Agreement: Public Sector Award and Agreement
Organisational Unit: Housing Policy and Development / Housing Services / Housing Services Executive
Location: Perth Metropolitan Area
Classification Date:
Effective Date: December 2025

Reporting Relationships

This position reports to:

Regional Housing Director (North), 020886, Class 1

Positions under Direct Supervision:

This position may supervise a small team and oversee project resources as required.

Role Statement

This position undertakes the strategic and operational management of one or more of the Divisions Priority Initiatives and related programs. At the local, state and national level, it develops strategic stakeholder engagement and collaboration strategies and relationships that support pathways to individual, family and community wellbeing.

Position Duties and Responsibilities

1. Program and Project Planning

- 1.1 Leads the development, implementation and management of comprehensive program and project management planning, frameworks and policies to achieve strategic and organisational business priorities and objectives.
- 1.2 Manages strategic frameworks and processes for effective assessment and evaluation of strategies, programs and projects, against strategic financial and risk management objectives and standards.
- 1.3 Develops and manages comprehensive compliance, risk management, quality assurance and governance strategies and processes for project and program management.
- 1.4 Manages and coordinates agency wide communication strategies to promote standards, processes and resources.
- 1.5 Ensures strategies proposed and implemented, are compliant with corporate and project governance frameworks and relevant legislation.
- 1.6 Reviews and evaluates the impact of emerging strategy and policy changes.

2. Project Management

- 2.1 Plans, establishes and manages the development of project plans, resource plans and budgets for the implementation of projects.
- 2.2 Identifies and develops business cases at conceptual, feasibility and final approval phases and oversees business case inputs from technical specialists.
- 2.3 Leads, manages and mentors multidisciplinary, inter-agency and multi-tasked project teams and promotes synergy in the achievement of project deliverables.
- 2.4 Leads project teams to document, monitor and report on project plans through the project life cycle and deliver on project outcomes. This includes:
 - monitoring achievement against project schedules, scope, budget, time and quality;
 - coordinating procurement processes;
 - contract development and management;

- establishment and monitoring of service level agreements;
 - comprehensive financial monitoring and reporting.
- 2.5 Ensures organisational compliance with industry standards and best practice.

3. Strategic Stakeholder Engagement

- 3.1 Develops strong and collegiate strategic networks and relationships with key external stakeholders and agencies to facilitate benchmarking, innovation and best practice.
- 3.2 In consultation with stakeholders, identifies, investigates, analyses and proposes strategies to resolve issues identified planning and implementation.
- 3.3 Provides an advisory and consultancy service to internal and external project and program boards and managers.
- 3.4 Provide high level advice to senior management on the development, implementation and evaluation of Priority Initiatives, programs and projects.

Corporate Responsibilities

1. Exhibits accountability, professional integrity and respect consistent with the Department's Values, the Code of Conduct, and the public sector Code of Ethics.
2. Actively participates in the Department's performance development process and pursues professional development opportunities.
3. Participates in emergency or critical event response management duties as required.
4. Undertakes other duties as required.

Work Health and Safety Responsibilities

All Employees (and Volunteers / Trainees / Contractors)

1. Take reasonable care for your own health, safety and wellbeing at work, and that of others who may be affected by your actions or omissions; and comply and cooperate with safety and health policies, procedures and applicable legislated requirements.

Supervisors (if applicable)

2. In addition to the Employees WHS responsibility, ensure as far as practicable, the health, safety and wellbeing of staff under your supervision through the provision of a safe workplace in accordance with health and safety legislation.

Essential Work-Related Requirements (Selection Criteria)

1. Demonstrated leadership and management of strategic programs, projects and initiatives, including contract management and financial risk management.
2. Extensive experience with contemporary project management methodologies demonstrating the capability to direct large scale transformational projects.
3. High level interpersonal communication skills demonstrating the ability to engage and influence a broad range of stakeholders at a strategic level.
4. Knowledge of strategic directions and trends in a human services context.
5. Demonstrated ability to model transparency, integrity and accountability.

Desirable Work-Related Requirements (Selection Criteria)

1. PRINCE 2, PMI, AIPM or similar project management methodology qualifications.

Essential Eligibility Requirements / Special Appointment Requirements

1. Appointment is subject to a satisfactory Criminal Record Check conducted by the Department.